



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Water Supply

BRP WS 09 Cross Connection Plan Approval

Instructions and Supporting Materials

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Introduction

DEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the DEP Web site at mass.gov/dep in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

Instructions & Support Materials files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



Permit Fact Sheet

1. What is the purpose of this approval?

This is an approval for the installation of one cross connection control device. Public health and welfare is protected by insuring that the water supply system is protected from the backflow of contaminants. Proper cross connection control is necessary to insure the protection of drinking water supplies from these contaminants. Legislative authority is stated in MGL Chapter 111, Section 160A. Regulatory authority is stated in 310 CMR 22.22, Drinking Water Regulations.

2. Who must apply?

The owner of any facility who plans to maintain an actual or potential connection between a potable drinking water system and a non-potable source must obtain this approval prior to installation.

Please note, the cross connection regulations, 310 CMR 22.22, allow for public water systems to accept delegation and act DEP's designee. Delegation allows the public water system to review and approve the installation plans for a backflow prevention device. Therefore, installations in public water systems that have accepted delegation *do not require approval from DEP*.

Any applications for installation of a backflow prevention device in a delegated community should be sent to the local water department. A list of delegated communities has been included in this application kit. Please refer to this list to determine if the application should be sent to DEP or the local water department. **If you are on the list of delegated communities, do not apply to DEP.**

Delegation status changes regularly. If you are unsure of the status of the community in which you are seeking a cross connection plan approval, please contact the local water department for further assistance. DEP encourages communities to accept delegation for this responsibility.

3. What other requirements should be considered when applying for this approval?

A permit from the local plumbing inspector must be applied for prior to installing cross connection control devices. Devices on fire sprinklers must be approved by the local fire department prior to installation.

4. What is the application fee?

The application fee is for each device is \$60. If you are applying for more than one plan approval at a site, you need only use one DEP Transmittal Form. Simply multiply the number of devices times \$60, and enter that amount on the Transmittal Form. When necessary, make multiple copies of page 2 of the application form in order to submit data for each device.

5. What is the Primary Permit Location?

Primary Permit Location

Dep't. of Environmental Protection
* Regional Office

Water Supply

*See "DEP Addresses and Phone Numbers" page included in this package.

What is the Reserve Copy Location?

Reserve Copy Location:

None Required.



Permit Fact Sheet

6. What are the timelines?

As of July 1, 1992 the timelines are:

	AC	T1	T2*
BRP WS 09	30	60	60

*(A second technical review will only be conducted if necessary).

There is no public comment period for this permit.

7. What is the annual compliance fee?

Current annual compliance fees can be found on the DEP Website at www.mass.gov/dep/files/permits/fees.htm.

8. How long is this approval in effect?

This approval is in effect as long as the applicant remains in compliance with appropriate laws and regulations or until the permittee notifies DEP of a change in status. The owner or owner's agent must notify DEP and the supplier of water in writing no later than thirty days prior to the removal from service of any permitted device. Such notification must include the reason for removal and whether the cross connection has been eliminated. The owner or owner's agent must also notify DEP and the supplier of water in writing no later than thirty prior to any change in ownership. Notification must include, at a minimum, the name and address of the new owner as well as documentation with proof of change in ownership.

9. How can I avoid the most common mistakes made in applying for this approval?

- Answer all questions on the application form and indicate not applicable (n/a) where appropriate.
- Check attached list of cities, towns and districts, to see if you are in an area that has accepted delegation for approval of cross connection devices. If so, apply directly to that city, town or district.
- All drawings must include information requested on the design data sheet.
- Submit fee and *one* copy of the DEP Transmittal Form to: Department of Environmental Protection, P. O. Box 4062, Boston, MA 02211.

10. What are the regulations that apply to this approval? Where can I get copies?

These regulations include, but are not limited to:

- Drinking Water Regulations, 310 CMR 22.00.
- Timely Action Schedule and Fee Provisions, 310 CMR 4.00.

These may be purchased at:

State House Bookstore
Room 116
Boston, MA 02133
617-727-2834

State House West Bookstore
436 Dwight Street
Springfield, MA 01103
413-784-1376



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Water Supply

BRP WS 09 Cross Connection Plan Approval

Municipalities and Districts with Delegated Cross Connection Programs, June, 1995

Public Water Supplier Name

Town

Western Regional Office

Amherst DPW Water Division	Amherst
Deerfield Fire District	Deerfield
South Deerfield Water Supply District	South Deerfield
Easthampton Water Department	Easthampton
Greenfield Water Department	Greenfield
Hadley Water Department	Hadley
Hatfield Water Department	Hatfield
Turners Falls Fire District	Turners Falls
East Northfield Water Company	Northfield
Orange Water Department	Orange
Palmer Water District #1	Palmer
Thorndike Fire & Water District	Thorndike
Bondsville Fire & Water District	Bondsville
Three Rivers Fire & Water District	Three Rivers
South Hadley Fire District #1	(MWRA) South Hadley
Ware Water Department	Ware
Wilbraham Water Department	(MWRA) Wilbraham
Williamstown Water Department	Williamstown

Central Regional Office

Acton Water Supply District	Acton
Athol DPW, Water Division	Athol
Auburn Water District	Auburn
Bellingham Department of Public Works	Bellingham
Xyplex, Inc.	Acton
Brookfield Water Department	Brookfield
Clinton Water Department	(MWRA) Clinton
Douglas Water Department	East Douglas
Fitchburg Water Department	Fitchburg
Gardner Water Department	Gardner
Grafton Water District	Grafton
South Grafton Water District	South Grafton
Groton Water Department	Groton
Holden Water Department	Holden
Holliston Water Department	Holliston
Hopkinton Water Department	Hopkinton
Hudson Water Supply	Hudson
Lancaster Water Department	Lancaster
Leicester Water Supply District	Leicester
Cherry Valley & Rochdale Water District	Leicester

**NOTE: IF YOUR CITY, TOWN OR DISTRICT IS NOT ON THIS LIST, DO NOT SEND ANY FORMS OR FEES TO DEP.
PLEASE CONTACT YOUR LOCAL WATER DEPARTMENT.**



Massachusetts Department of Environmental Protection
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Municipalities and Districts with Delegated Cross Connection Programs, June, 1995

Public Water Supplier Name

Town

Central Regional Office, continued

Leominster Water Division	Leominster
Littleton Water Department	Littleton
Lunenburg Water District	Lunenburg
Marlborough DPW, Water Division	Marlborough
Maynard Public Works Department, Water Department	Maynard
Medway Water/Sewer Department	Medway
Milford Water Company	Milford
Millbury Water District (Mass American Water Company)	Millbury
North Brookfield Water Department	North Brookfield
Northboro Water Department	Northborough
Whitinsville Water Company	Whitinsville
Northbridge Water District	Whitinsville
Oxford Water District (Mass American Water Company)	Oxford
Paxton Water Department	Worcester
Rutland Water Department	Rutland
Shirley Water District	Shirley
Shrewsbury Water Department	Shrewsbury
Southborough Water Department (MWRA)	Southborough
Southbridge Water Supply Company	Southbridge
Sturbridge Water Department	Sturbridge
Templeton Water Department	Templeton
Townsend Water Department	Townsend
MIT - Millstone Laboratory	Tyngsboro
Webster Water Department	Webster
West Boylston Water District	West Boylston
West Brookfield Water Department	West Brookfield
Westboro Water Department	Westborough
Westford Water Department	Westford
Worcester DPW, Water Supply Division	Worcester

Northeast Regional Office

Amesbury Water Division	Amesbury
Arlington Water Department	(MWRA) Arlington
Ashland Water Department	Ashland
Bedford Water Department	Bedford
Hanscom AFB	Bedford
Billerica Water Department	North Billerica
Boston Water & Sewer Commission	(MWRA) Boston
Braintree Water Department	Braintree
Brookline Water Department	(MWRA) Brookline

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Massachusetts Department of Environmental Protection
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**Municipalities and Districts with Delegated Cross
Connection Programs, June, 1995**

Public Water Supplier Name

Town

Northeast Regional Office, continued

Burlington Water Department	Burlington
Cambridge Water Department	Cambridge
Chelmsford Water District	Chelmsford
East Chelmsford Water District	Chelmsford
North Chelmsford Water District	North Chelmsford
Chelsea Water Department	(MWRA) Chelsea
Danvers Water Department	Middleton
Essex Water Department	Essex
Everett Water Department	(MWRA) Everett
Framingham Water Department	(MWRA) Framingham
Georgetown Water Department	Haverhill
Gloucester Water Department	Gloucester
Groveland Water Department	Groveland
Lawrence Water Works	Lawrence
Lexington Water Department	(MWRA) Lexington
Lowell Water Department	Lowell
Lynn Water & Sewer Commission	Lynn
Lynnfield Center Water District	Lynnfield
Lynnfield Water District	(MWRA) Lynnfield
Malden Water Department	(MWRA) Malden
Marblehead Water Department	(MWRA) Marblehead
Medfield Water Department	Medfield
Medford Water Department	(MWRA) Medford
Merrimac Water Department	Merrimac
Methuen Water Department	Methuen
Millis Water Department	Millis
Natick Water Department	Natick
Needham Water Department	Needham
Newburyport Water Department	Newburyport
Newton Water Department	(MWRA) Newton
Norfolk Water Department	Norfolk
Peabody Water Department	Peabody
Quincy Water Department	(MWRA) Quincy
Randolph Water Department	Randolph
Reading Water Department	Reading
Rockport Water Department	Rockport
Somerville Water Department	(MWRA) Somerville
Stoneham Water Department	(MWRA) Stoneham
Sudbury Water District	Sudbury
Tewksbury Water Department	Tewksbury
Wakefield Water Department	Wakefield

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Municipalities and Districts with Delegated Cross Connection Programs, June, 1995

Public Water Supplier Name

Town

Northeast Regional Office, continued

Walpole Water Department
Wenham Water Department
Weston Water Department
Weymouth Water Department
Wilmington Water Department
Woburn Water Department

Walpole
Wenham
(MWRA) Weston
Weymouth
Wilmington
Woburn

Southeast Regional Office

Abington/Rockland Joint Water Works
Centerville/Osterville/Marstons Mills Water District
Bourne Water District
Brewster Water Department
Brockton Water Department
Chatham Water Company
Dartmouth Water Division
Dennis Water District
Easton Water Division
Fall River Water Department
Otis Air National Guard Base
Foxboro Water Department
Franklin Water Department
Hanover Water Department
Harwich Water Department
Kingston Water Department
Mansfield Water Department
Marshfield Water Department
Mashpee Water District
Middleboro Water Supply
Norton Water Department
Norwell Water Department
Oak Bluffs Water Department
Sandwich Water District
Scituate Water Division
Taunton Water Department
Tisbury Water Department
Wareham Fire District
West Bridgewater Water Department
Yarmouth Water Department

Rockland
Osterville
Pocasset
Brewster
Halifax
Chatham
North Dartmouth
South Dennis
South Easton
Fall River
Buzzards Bay
Foxboro
Franklin
Hanover
Harwich
Kingston
Mansfield
Marshfield
Mashpee
Middleboro
Norton
Norwell
Oak Bluffs
Sandwich
Greenbush
Middleboro
Vineyard Haven
Wareham
West Bridgewater
Yarmouthport

**NOTE: IF YOUR CITY, TOWN OR DISTRICT IS NOT ON THIS LIST, DO NOT SEND ANY FORMS OR FEES TO DEP.
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Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Water Supply

BRP WS 09 Cross Connection Plan Approval

Application Completeness Checklist

Only non-delegated communities and districts should apply for a DEP cross connection plan approval. If your city, town or district is on the attached list, please contact your local water department for instructions on how to apply.

- ☐ The DEP Transmittal Form is completed.
- ☐ DEP Application Form BRP WS 09 is completed.
- ☐ Legible 8 1/2 x 11 or larger schematic plan is included.

To submit the application package:

- ☐ Checklist items above have been completed.
- ☐ Send a copy of the application along with one page from the DEP Transmittal Form to:

Department of Environmental Protection
_____ * Regional Office
Water Supply
*See "DEP Addresses and Phone Numbers" for the addresses of DEP Regional Offices.
- ☐ Send fee of \$60 in the form of a check or money order made payable to Commonwealth of Massachusetts, along with one page of the DEP Transmittal Form to:

Department of Environmental Protection
P.O. Box 4062
Boston, MA 02210



Massachusetts Department of Environmental Protection

Addresses and Phone Numbers

DEP Boston
One Winter Street
Boston, MA 02108
Telephone: (617) 292-5500
Fax: (617) 556-1049
TDD: (617) 574-6868

William X. Wall Experiment Station
37 Shattuck Street
Lawrence, MA 01843
Fax: (978) 688-0352
Division of Environmental Analysis
Telephone: (978) 682-5237
Air Quality Surveillance
Telephone: (978) 975-1138

Office of Watershed
Management
627 Main Street
Worcester, MA 01608
Telephone: (508) 792-7470
Fax: (508) 839-3469

Millbury Training Center
Route 20 Millbury, MA 01527
Telephone: (508) 368-5600
Fax: (508) 755-9253
Residuals Sludge Management
Telephone: (508) 368-5606
WWT Operator Certification
Telephone: (508) 368-5698

DEP Western Region
436 Dwight Street
Suite 402
Springfield, MA 01103
Phone: (413) 784-1100
Fax: (413) 784-1149



Adams
Agawam
Alford
Amherst
Ashfield
Becket
Belchertown
Bernardston
Blandford
Brimfield
Buckland
Charlemont
Cheshire
Chester
Chesterfield
Chicopee
Clarksburg

Colrain
Conway
Cummington
Dalton
Deerfield
Easthampton
East Longmeadow
Egremont
Erving
Florida
Gill
Goshen
Granby
Granville
Great Barrington
Greenfield
Hadley

Hampden
Hancock
Hatfield
Hawley
Heath
Hinsdale
Holland
Holyoke
Huntington
Lanesborough
Lee
Lenox
Leverett
Leyden
Longmeadow
Ludlow
Middlefield

Monroe
Montague
Monterey
Montgomery
Monson
Mount Washington
New Ashford
New Marlborough
New Salem
North Adams
Northampton
Northfield
Orange
Otis
Palmer
Pelham
Peru

Pittsfield
Plainfield
Richmond
Rowe
Russell
Sandisfield
Savoy
Sheffield
Shelburne
Shutesbury
Southampton
South Hadley
Southwick
Springfield
Stockbridge
Sunderland
Tolland

Tyringham
Wales
Ware
Warwick
Washington
Wendell
Westfield
Westhampton
West Springfield
West Stockbridge
Whately
Wilbraham
Williamsburg
Williamstown
Windsor
Worthington

DEP Central Region
627 Main Street
Worcester, MA 01608
Phone: (508) 792-7650
Fax: (508) 792-7621
TDD: (508) 767-2788



Acton
Ashburnham
Ashby
Athol
Auburn
Ayer
Barre
Bellingham
Berlin
Blackstone
Bolton
Boxborough
Boylston
Brookfield

Charlton
Clinton
Douglas
Dudley
Dunstable
East Brookfield
Fitchburg
Gardner
Grafton
Groton
Harvard
Hardwick
Holden
Hopedale

Hopkinton
Hubbardston
Hudson
Holliston
Lancaster
Leicester
Leominster
Littleton
Lunenburg
Marlborough
Maynard
Medway
Mendon
Milford

Millbury
Millville
New Braintree
Northborough
Northbridge
North Brookfield
Oakham
Oxford
Paxton
Pepperell
Petersham
Phillipston
Princeton
Royalston

Rutland
Shirley
Shrewsbury
Southborough
Southbridge
Spencer
Sterling
Stow
Sturbridge
Sutton
Templeton
Townsend
Tyngsborough
Upton

Uxbridge
Warren
Webster
Westborough
West Boylston
West Brookfield
Westford
Westminster
Winchendon
Worcester

DEP Southeast Region
20 Riverside Drive
Lakeville, MA 02347
Phone: (508) 946-2700
Fax: (508) 947-6557
TDD: (508) 946-2795



Abington
Acushnet
Attleboro
Avon
Barnstable
Berkley
Bourne
Brewster
Bridgewater
Brockton
Carver
Chatham
Chilmark

Dartmouth
Dennis
Dighton
Duxbury
Eastham
East Bridgewater
Easton
Edgartown
Fairhaven
Fall River
Falmouth
Foxborough
Franklin

Freetown
Gay Head
Gosnold
Halifax
Hanover
Hanson
Harwich
Kingston
Lakeville
Mansfield
Marion
Marshfield
Mashpee

Mattapoisett
Middleborough
Nantucket
New Bedford
North Attleborough
Norton
Norwell
Oak Bluffs
Orleans
Pembroke
Plainville
Plymouth
Plympton

Provincetown
Raynham
Rehoboth
Rochester
Rockland
Sandwich
Scituate
Seekonk
Sharon
Somerset
Stoughton
Swansea
Taunton

Tisbury
Truro
Wareham
Wellfleet
West Bridgewater
Westport
West Tisbury
Whitman
Wrentham
Yarmouth

DEP Northeast Region
1 Winter Street
Boston, MA 02108
Phone: (617) 654-6500
Fax: (617) 556-1049
TDD: (617) 574-6868



Amesbury
Andover
Arlington
Ashland
Bedford
Belmont
Beverly
Billerica
Boston
Boxford
Braintree
Brookline
Burlington
Cambridge
Canton
Carlisle

Chelmsford
Chelsea
Cohasset
Concord
Danvers
Dedham
Dover
Dracut
Essex
Everett
Framingham
Georgetown
Gloucester
Groveland
Hamilton
Haverhill

Hingham
Holbrook
Hull
Ipswich
Lawrence
Lexington
Lincoln
Lowell
Lynn
Lynnfield
Malden
Manchester-By-The-Sea
Marblehead
Medfield
Medford
Melrose

Merrimac
Methuen
Middleton
Millis
Milton
Nahant
Natick
Needham
Lynn
Newburyport
Newton
Norfolk
North Andover
North Reading
Norwood
Peabody

Quincy
Randolph
Reading
Revere
Rockport
Rowley
Salem
Salisbury
Saugus
Sherborn
Somerville
Stoneham
Sudbury
Swampscott
Tewksbury
Topsfield

Wakefield
Walpole
Waltham
Watertown
Wayland
Wellesley
Wenham
West Newbury
Weston
Westwood
Weymouth
Wilmington
Winchester
Winthrop
Woburn



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Water Supply

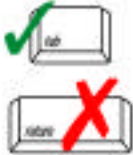
BRP WS 09

Backflow Device Design Data Sheet

Transmittal Number #

Facility ID (if known)

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



Attention:
If your town or city is on the attached list of delegated communities, please do not apply to DEP. Contact your local water department for instructions.

A. Owner Information

Owner Name

Street Address

City

State

Zip Code

B. Facility Information

Facility Name

Street/PO Box:

City

State

Zip Code

Contact Person/Agent

Telephone Number

Is this facility ☐ New or ☐ Existing? (Check one)

Describe generally the type of business or activities carried out at this facility:

C. Device Data

Manufacturer

Model No.

RPBP

Double Check Valves

Size

Hot or Cold Water Unit

Location of Device

Bypass Arrangement? ☐ Yes ☐ No

From what type of contamination is the water supply protected?

How many other Reduced Pressure Backflow Preventers (RPBP) and Double Check Valves Assemblies (DCVA) are located in this building?

Type of Gate Valve (Gate Valves under fire systems must be UL – or FM approved.)

Note: Spaces for additional spaces are provided on the next page.



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Water Supply

BRP WS 09

Backflow Device Design Data Sheet

Transmittal Number #

Facility ID (if known)

C. Device Data (cont.)

Manufacturer

Model No.

RPBP

Double Check Valves

Size

Hot or Cold Water Unit

Location of Device

Bypass Arrangement? ☐ Yes ☐ No

From what type of contamination is the water supply protected?

How many other Reduced Pressure Backflow Preventers (RPBP) and Double Check Valves Assemblies (DCVA) are located in this building?

Type of Gate Valve (Gate Valves under fire systems must be UL – or FM approved.)

Manufacturer

Model No.

RPBP

Double Check Valves

Size

Hot or Cold Water Unit

Location of Device

Bypass Arrangement? ☐ Yes ☐ No

From what type of contamination is the water supply protected?

How many other Reduced Pressure Backflow Preventers (RPBP) and Double Check Valves Assemblies (DCVA) are located in this building?

Type of Gate Valve (Gate Valves under fire systems must be UL – or FM approved.)

D. Device Maintenance and Testing Schedules

Describe the maintenance and testing schedule of the above device(s). (Please refer to 310 CMP 22.22)



E. Cross Connection Plan Submittal Requirements

A. Plumbing Plan:

1. Completed title block (name of facility, address, date, preparer, scale, etc.)
2. Schematic or blueprint of plumbing system (at least 8 1/2" X 11") using accepted symbols and nomenclature, detailing:
 - Clearances in device installation
 - Location of upstream and downstream shutoff valves
 - Make, model, size and alignment of device
 - Location of potable water lines
 - System, source, or equipment fed downstream of device, complete with information on the secondary system (operating pressure, chemical treatment, etc.)

When installations of device involve large or complex plumbing systems, formal prints must be submitted with a Professional Engineers stamp, subject to the descriptions of the reviewing authority.

Submitted by

of

Date

Telephone

Owner/Agent Signature

Date